

1. Minutes.

Minutes from our February and May meeting have not yet been finished. Mike Garcia is having difficulty getting the clerical support he needs to finish them.

2. Annual Reports.

Because of problems getting our charter approved our 1993-1994 annual report, which is complete has not been forwarded beyond the committee. Mike Garcia has a rough of our 1994-1995 annual report. Our unapproved charter calls for annual reports to be sent to chartering official. Charter discussions ended with the decision that we would be self chartering and rely on our demonstrated value and the support of our management to continue to function. The chair proposed that the IHCC and volunteered to meld our past annual reports, when received, into a statement of accomplishments and goals the we will distribute to our management to demonstrate the value of the committee.

3. Charter Revision.

Our difficulties in having our charter reviewed and approved at either the Assistant Secretary or Deputy Assistant Secretary level were discussed. The group agreed that our efforts had added value to the Department's mission; but, for various reasons, being chartered was problematic and probably not necessary. As long as our efforts are recognized as beneficial by our managers and we are effective we would receive the support we need to continue. We agreed that we would mold our charter into

mission and vision statements and develop a strategic plan for our activities. Furthermore, the chair would review our annual reports and prepare a summary of our accomplishments. This summary can then be used by members to get the support needed to continue participation in the out activities. In the past we have not effectively communicated our value. The following mission and vision statements were prepared:

Vision Statement:

Be an active force in developing and promoting Industrial Hygiene excellence within Department of Energy Worker Protection Programs.

Mission Statement:

To guide Department of Energy Worker Protection policy, facilitate and coordinate communication, promote exemplary Industrial Hygiene programs, and address emergent industrial hygiene issues.

Strategic Plan

At the next IHCC meeting we should discuss how do we address:

DOE policy issues
Chemical Safety initiatives
Efficiently and effectively Communicate and coordinate inter-departmental IH related activities.
Promote exemplary IH programs
Address emergent IH issues

There are some lessons to be learned from our work on the implementation guide.

4. IHCC Membership Letter.

Mike Garcia reported that the IHCC letter requesting reaffirmation of representatives by managers has not been issued because the IHCC Charter has not been approved. The Chair will send the membership letter with the committee's statement of accomplishments to member organizations.

5. IHCC IH Manpower Survey

Janet Torma-Krajewski reported that 21 organizations and 36 individuals had responded. A number of members had not received the survey through their management chain. The chair asked that Janet prepare a summary of the data received so far and include the level of response.

6. DOE Order 470 Status Report

Phil Wilhelm and Joe Hopkins reported that the next draft of 470 is due by September 15, 1995. So many comments were received that they will not be addressed individually. Instead, a preamble similar to those for OSHA regulations will be prepared.

IHCC comments will be included in the next version. Phil asked the IHCC to prepare implementation guidance for the requirements it asked to be inserted into the order. Either a separate implementation guide could be prepared or implementation guidance could be inserted into the implementation guide to DOE Order 470. A separate implementation guide would have to go out for review like other guides already have; where as, guidance inserted into the 470 guidance document would not. To expedite its preparation and assure its inclusion during the next order review cycle the IHCC agreed to prepare guidance that could be inserted into the 470 implementation guide document

rather than a separate implementation guide. If deemed appropriate such guidance could be spun off into an separate guide in the future.

The IHCC agreed that editing DOE Order 5480.10A would be a quick way to develop the needed guidance text. During a working session on Wednesday The IHCC edited 5480.10A and Jay Larson with the help of his support contractor would assemble the guidance into an appropriate format. Harvey Grasso, Janet Torma-Krajewski and Dave Weitzman volunteered to help review the final product.

The chair raised concerns about the failure of the IHCC to mention carcinogen control in its original comments and that the carcinogen control program appeared to just be a program tacked onto 5480.10A. After a call to Phil Wilhelm he determined that the IHCC could add a requirements for carcinogen control to their original comments. The IHCC developed the following additional line to be inserted into 470's requirements for IH programs:

b. Policies and procedures to mitigate the risks from identified and potential occupational carcinogens.

Finally, the IHCC agreed to include reference to the exposure assessment Implementation guide being prepared by Dave Pegram in the IH program requirements to be included in 470.

7. Work Planning/Exposure Assessment Pilots

EH representative David Weitzman reported on the Enhanced Work Planning initiative. The initiative hopes to better involve ES&H professionals and workers in an enhanced work planning process to produce "better, faster, cheaper" and safer result acceptable to sites. It uses sites' existing work planning systems, multidisciplinary planning teams and increased worker participation in planning to plan work and protective measures. Hanford and Rock Flats have participated in demonstration projects and are preparing their reports. EH plans to build upon the lessons learned from these demonstrations and initiate similar projects at additional sites. This next phase will place additional emphasis on the benefits of the integrated hazard characterization and medical surveillance components of the enhanced work planning process.

8. EM-EH Hazardous Waste Activities Handbook

The EH-EM Hazardous Waste Workers Safety and Health Initiative Program has begun selected field testing of three interim documents: "Handbook for Occupational Health and Safety During DOE Hazardous Waste Activities"; "Working Safely During DOE Hazardous Waste Activities"; and "Management Perspectives on Worker Protection During DOE Hazardous Waste Activities." The handbook, which contains no new requirements, is intended to provide guidance to cleanup project managers on protecting their work force and complying with applicable DOE and OSHA requirements while working within project budget and schedule constraints. After pilot testing and Field and HQ feedback, the documents will be revised as appropriate and issued as final guidelines early next year.

9. IH Technical, Professional and Manager needed expertise, roles & responsibilities.

Because of time constraints this presentation was not done. Slides that were to be presented are attached.

10. DOE 5480.HIACM/Non-Nuclear Facility Hazard Analysis Requirements/Non-Nuclear Safety Analysis Evaluation Requirements.

Mike Shannon (Mel Chew Assoc.) and Jay Larson addressed these draft documents. they relate to one another in that 5480.HIACM (formerly 5480.SAP and 5480.HA) is the implementing document for the other two. It was developed in response to finding of the DOE Chemical Safety Vulnerability Management Response Plan and plans to eliminate DOE Order 5481.1B were recognized. The Non-Nuclear Facility Hazard Analysis Requirements tell the contractors how these hazard analyses must be done. It is a Process Safety Management (PSM) approach to non-PSM quantities of hazardous chemicals. The Non-Nuclear Facility Safety Evaluation Guide advises CSO's and OPS Offices on how to evaluate Non-Nuclear SAR's.

11. EM OSH Desk Reference.

This document is intended to be a reference manual for EM Project Managers use during project planning. It's a detailed discussion of what Hazardous Waste Occupational Safety and Health Programs should be. The projected date of issue is September 31, 1995 but John Serocki (301)903-7999 is trying to have it finished by September 15,1995.

12. Action Team for Chemical Safety.

Jay Larson did a brief presentation of overheads presented by John Piatt at the DOE AICHE meeting. It outlines the results of the Chemical Vulnerability Working Group Management Response Plan and ongoing activities to respond to the findings. The Action Team has bulletin board that can be subscribed to by sending the following message to the following Internet address:

Address: listserv@listserv.pnl.gov
Message: SubscribeDOEChemSafety

A letter providing guidance for sites preparing Chemical Safety Vulnerability Response Plans has been issued (July 24,1995) by Joe Fitzgerald.

13. IHCC role at 1996 DOE ES&H Conf. and AICHE

The committee agreed to take on the task of planning and coordination of the DOE IH sessions at the 1996 AICHE and ES&H Conferences. David Weitzman agreed to take the lead in this effort.

14. EM OSH Necessary and Sufficient Database

EM-23 (Office of Operations Safety and Health) is currently developing a reference database of occupational safety and health (OSH) standards applicable to most EM and DOE operations and facilities. The OSH standards database, which will be incorporated into an overall ES&H computer database being prepared by EH, is intended to help contractors identify and select their "necessary and sufficient" set of standards for the performance of work. The computerized ES&H database will also be useful to DOE personnel when reviewing contractor- submitted sets of standards for approval and acceptance to ensure appropriateness and completeness. The database will identify industry-recognized OSH standards based on hazard and/or work activity, and indicate the more prescriptive/appropriate standard where duplicative criteria exist. EM-23 is finalizing an initial draft of the OSH database and will provide the IHCC with a copy for comment by late August.

15. IHCC Merger with other CC's

Since the committee agreed to be self chartering it decided that seeking a merger with other committees was not

an urgent matter but that the IHCC should be proactive in seeking collaboration with other technical committees. The issue was tabled.

16. Health Hazard Exposure Assessment Implementation Guide/Hazardous Waste Exposure Assessment Handbook/DOE Industrial Hygiene Database -David Pegram via phone conference-

Health Hazard Exposure Assessment Implementation Guide - It is hoped that this guide will be the basis for an integrated Worker Protection Program that includes Hazard Assessment, Exposure Assessment & Medical Surveillance that are proportional to risk. It calls for doing Site Specific Hazard Profiles. A rough should be done by September 1, 1995.

Hazardous Waste Activities Exposure Assessment Handbook - This document will apply exposure assessment principles to Hazardous Waste Activities. Virginia Lew and Steve Chiusano at LLNL are making changes. There are no milestones for this project.

Industrial Hygiene Database - The Health Physics and Medical Modules are being programmed. The status of the IH module is dependent on the release of already programmed funding. George Gebus is the point of contact on this project.

Attachment

INDUSTRIAL HYGIENIST TECHNICAL RESPONSIBILITIES

1. OPM position Classifier Standards provide the following assistance

- a. There is no position class for IH Technicians
- b. There is a position class for IH : GS 690
- c. Technical support of IH's is done by the following Technician series:
 - i. Environmental Health Technicians GS-698
 - ii. Health Aid and Technician GS-699
 - iii. Physical Science Technician GS-1311
 - iv. Other wage grade series

d. Technical support includes activities that do not require "full technical competence" in the field of IH

2. Professionals:

- a. Meet the positive education requirements for education and training in the principles, concepts, and theories of the profession.
- b. Perform work that requires
 - i. Creativity and Analysis
 - ii. Evaluation and Interpretation
 - iii. Application of basic or natural law, principle or theory
 - iv. Evaluate the research of others
 - v. Assessing the need for and validity of changes and improvements in procedures and methods
- c. Are responsible to:
 - i. Reason from existing knowledge into unexplored areas
 - ii. Adapt methods to adapt methods to circumstances that deviate from standards
 - iii. Stay abreast of and evaluate technical subjects, analyses and proposals in professional literature.
- d. Plans and manages technical work performed by

technicians

3. Technicians:

- a. Investigate, evaluate and provide information to identify prevent and eliminate health hazards
- b. Require a practical knowledge of basic concepts, principles, methods and techniques
- c. Are not required to resolve problems that require the application of new methods or techniques or those that require action beyond a specific work assignment.
- d. Are not necessarily a lower grade level, if, work requires a high level of technical or administrative qualifications applicable to specific work assignments based on a comprehensive background of practical experience, training and skill in applying knowledge, precedents, guides and techniques.